

Claims Register

The **Claims Register** report can be generated from the Reports hyperlink on the CM/ECF Main Menu Bar.

STEP 1 Click on Reports on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **REPORTS** screen will then display. (See Figure 2.)



Figure 2

◆ Select the Claims Register hyperlink.

STEP 3 The **CLAIMS REGISTER INFORMATION** screen displays next.
(See Figure 3.)

The screenshot shows the ECF Claims Register interface. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the title 'Claims Register' is displayed. The form contains several input fields and controls: 'Case number' with the value '02-12229'; 'Creditor type' as a dropdown menu showing 'Creditor' and 'Administrative' options; 'Creditor number' as an empty text box; 'Creditor name' as an empty text box; 'Claim number' as a range input with 'to' in between; radio buttons for 'Filed' (selected) and 'Entered' (with a date range of 6/3/2002 to 6/7/2002); 'Sort by' dropdowns for 'Claim Number' and 'Filed Date'; and 'Run Report' and 'Clear' buttons at the bottom.

Figure 3

- ◆ Claim Register information can be requested by and limited by:

Case Number, (a required field)
Creditor Type,
Creditor Number,
Creditor Name,
Claim Number or Number Range,
Filed On/Entered On Date or Date Range,

- ◆ To view all claims activity for the case, enter only the case number.

- ◆ Claim Registers can be sorted by

Claim Number,
Creditor Name,
File Date,

- ◆ After selecting the criteria, click **[Run Report]** to generate the Claim Register.

NOTE: A creditor number is assigned by the system when the record is added to the database. It is used internally and also identifies creditors on BNC certificates of service.

STEP 4 The **SEARCH RESULTS** screen will then display (only for court users). (See Figure 4.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search Results

Case#	Case Name	Claim#	Date Filed	Creditor#	Creditor Name
02-12229	Lindsay Ann Wilson	1	06/07/2002	1896	Exxon

☐ Edit claims
☐ Add attachment(s) to claims
☐ Modify the description of claims
☐ Delete attachment(s) (not claims)
☐ Delete claims
☒ Claims register

Next Clear

Figure 4

- ◆ To produce the Claims Register report for the selected criteria, click the **Claims Register** radio button.
- ◆ This screen will also give you access to either edit or delete claims if you have permission for those functions.
 - Click to highlight the appropriate creditor and then click either the **Edit Claims** or **Delete Claims** radio button.

STEP 5 The **CLAIMS REGISTER** screen displays. (See Figure 5.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Systems Deployment and Support Division
Claims Register**

[02-12229 Lindsay Ann Wilson](#)
 Judge Roy R. Bean, III
 Debtor Name: WILSON,LINDSAY ANN

Claim No: 1	Creditor Name: Exxon Acct. 3889578708 P.O. Box 105980 Atlanta, Ga 30353-5980	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 06/07/2002	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Unknown	\$750.25	
Total	\$750.25	

Description: gasoline purchases
Remarks:

Figure 5

- ◆ Figure 5 shows the format of each claim included on the Claims Register. The case number and title provide a hyperlink to the docket sheet.

- ◆ The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
- ◆ Additional data from each claim is displayed in the upper right hand corner of the claim.
 - Last Date to File Claims Claims bar date set at the §341 Meeting setting or trustee's asset notice.
 - Last Date to File (Govt) Governmental claims bar date set when the petition was filed for asset cases.
 - Filing Status Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
 - Docket Status Status of claim updated by docketing events such as withdrawal of claim, order disallowing claim, etc.
 - Late Yes or No flag signifying when received according to the claims bar date.
- ◆ This report reflects immediate updates. Internet PACER users have access to each case's Claims Register.
- ◆ A **CLAIMS REGISTER SUMMARY** provides totals. (See Figure 6.)

ECF		
Bankruptcy • Adversary • Query • Reports • Utilities • Logout		
Remarks:		
Claims Register Summary		
Case Name: Lindsay Ann Wilson		
Case Number: 2002-12229		
Chapter: 7		
Date Filed: 06/06/2002		
Total Number Of Claims: 1		
	Total Amount Claimed	Total Amount Allowed
Unsecured		
Secured		
Priority		
Unknown	\$750.25	
Administrative		
Total	\$750.25	

Figure 6

STEP 6

To print the **Claims Register**, click on the Print icon on the browser toolbar. The Claims Register can be saved to a file by clicking File - Save As at the menu.